

**Massachusetts Division of Health Care Finance and Policy**  
**2 Boylston Street, Boston, MA 02116**  
**Tel (617) 988-3100 FAX (617) 727-7662 TTY (617) 988-3175**

**FORM TO ADD NEW DHCFP-INET USERS**

This form should be used to add new users to the Division of Health Care Finance and Policy's data reporting system, DHCFP-INET.

Vendor Payment Number (VPN) \_\_\_\_\_

Facility Name \_\_\_\_\_

Facility Street Address \_\_\_\_\_

Facility City, State, Zip Code \_\_\_\_\_

I authorize access to the user(s) below to submit data to the Division of Health Care Finance and Policy through the DHCFP-INET system under the terms and conditions of the Non-Confidential Data Reporting Security Agreement submitted for the above facility.

\_\_\_\_\_  
Owner, Officer or Partner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name of Signer

\_\_\_\_\_  
Title of Signer

1. Authorized Signatory - An Electronic signature of a majority owner, Officer or Partner is required to submit the electronic HCF-1 Nursing Facility cost report.

\_\_\_\_\_ User Agreement already submitted ☐

2. Preparers - If the HCF-1 cost report is prepared by someone other than an owner, officer or partner, the preparer must be an authorized web user for your facility. List the names of the persons or companies to be added as web submitters:

\_\_\_\_\_ User Agreement already submitted ☐

\_\_\_\_\_ User Agreement already submitted ☐

3. Other Nursing Facility Cost Report -

\_\_\_\_\_ User Agreement already submitted ☐

\_\_\_\_\_ User Agreement already submitted ☐

4. Quarterly Nursing Home User Fee Report -

\_\_\_\_\_ User Agreement already submitted ☐

\_\_\_\_\_ User Agreement already submitted ☐

5. Direct Care Add-on Worksheet -

\_\_\_\_\_ User Agreement already submitted ☐

\_\_\_\_\_ User Agreement already submitted ☐

NOTE: Only one Non-Confidential Data Security Agreement must be submitted for each facility. Individual User Agreements must be submitted for each user listed above. If the User Agreement is for more than one facility, a list of the homes must be attached.

If a User Agreement has already been submitted for anyone listed above, check the appropriate box.